

Early Years Group Leader Job Description

Hours of work: 08:00 – 18:00 (If your camp has more than 1 Early Years Group Leader you may only need to work 08:30 – 17:30)

Salary: £326.83 - £488.33 salary per week dependent on age, qualifications and experience
2021 salary comes into effect from 1st April (February Half Term contracts will be on 2020 wage level)

Reportable to: Early Years Manager, Camp Manager and Central Office

Barracudas is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment.

DUTIES

1. Plan and deliver a variety of activities with structure and enthusiasm
2. Encourage maximum participation of the children in the group whilst following OFSTED guidance
3. Work with other Leaders/Instructors to deliver sessions
4. Set up and maintain a suitable base room area that is inviting for the children
5. Follow policies and procedures to make sure the children in your care will have a fun time in a safe environment
6. Be the child's Key Worker and manage the exchange of relevant information regarding their experiences at camp
7. Ensure that the pastoral needs of the children in your care are well catered for through active supervision and care throughout the day including breaks and lunch times
8. Get to know the children in your group as individuals. Find out their likes and dislikes and incorporate these into their day on camp
9. Ensure the Early Years Foundation Stages are implemented
10. Facilitate children's development through Explore and Play sessions
11. Maintain a tidy site/base rooms and ensure all equipment is packed away
12. Be a key part of cleaning protocols (see COVID-19 specific responsibilities below)
13. Maintain a tidy site/base rooms and ensure all equipment is packed away

COVID-19 SPECIFIC DUTIES*

1. Upon arrival, open windows and doors to ventilate indoor areas, particularly around the baseroom
2. Ensure that the baseroom is kept tidy throughout the day and encourage children to be involved in this process
3. Ensure your group are following general hygiene protocols
4. Monitor your group's health e.g. being aware if a child starts to show symptoms of COVID-19 and follow procedures
5. Encourage good respiratory hygiene through Catch it, Bin it, Kill it for those in your group
6. Discourage unnecessary handling/touching e.g. dragging hands through doorways or against walls





7. Monitor stock levels of cleaning products in cleaning caddy
8. Ensure the Cleaning Protocols for equipment and resources is being followed

**COVID-19 responsibilities specified above apply for February half term, Easter and May half term camps. Summer responsibilities will be outlined and communicated to staff in line with the most up to date government guidance. For more information on this please contact a Central Office COVID officer.*

REQUIREMENTS – YOU WILL:

1. Have undertaken a minimum of 300 hours assessed placement or hold a relevant childcare qualification
2. Have knowledge and experience within the Early Years Foundation Stage
3. Be aged 18 or over by the time you start
4. Be eligible to work in the UK
5. Provide satisfactory references
6. Be enthusiastic, caring and organised with excellent communication skills and are able to use your own initiative
7. Be able to adapt to effectively deal with unpredictable challenges within a childcare setting
8. Obtain an enhanced DBS check through Barracudas or have an existing enhanced DBS on the Update Service
9. Attend a Virtual Assessment Event if you're new to Barracudas. These take place over week nights/weekends online. This event will contain a mixture of interactive and theory-based workshops
10. Complete relevant Online Training annually
11. Attend an Induction Training Day (this will most likely take place within the 7-day period before your camp opens)
12. Assist with pack up at the end of camp

ADDITIONAL RESPONSIBILITIES

1. Ensure that the company fulfils all of its Health and Safety obligations by carefully following instructions and showing a proactive and diligent approach to all safety issues
2. Any activities that you organise or deliver must be appropriate for the children in your care within the scope of your qualifications, skills and knowledge. Encourage the children to take part in new activities and ensure the activity programme is as directed on the timetable
3. Ensure the children under your supervision behave in a safe manner. Always know the children's whereabouts, respect them as individuals and communicate with them daily about codes of behaviour
4. Carefully follow all camp systems, including registration and collection procedures, Health and Safety systems and all guidelines on good practice in child welfare whilst supporting your colleagues to do the same
5. Fulfil a specific additional duty that will be allocated to you during your time at camp and assist the team with other additional duties from time to time
6. Be a positive role model to the children in your care, promote a healthy lifestyle, good hygiene precautions and generally consider their welfare at all times
7. Report any concerns regarding Child Protection to your Management Team or the Designated Persons at the Central Office





8. Make reasonable adjustments to accommodate and understand the requirements of children in your group who may have additional needs (including dietary needs) or a medical condition
9. Look after children's welfare and happiness
10. Ensure the safe use of equipment provided for your sessions
11. Pending staff availability you may be required to deliver Skills Builder sessions (e.g. Lab Rats)
12. All staff may be required to support a swimming session. You'll need to bring swimwear, a spare t-shirt will be available at camp

Barracudas are committed to equal opportunities in employment and this post does require an Enhanced Disclosure and Barring Service Check.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the [Ministry of Justice website](#).